

# U.S. Representative Grace Meng



## Emergency Rental Assistance Program

*The Emergency Rental Assistance Program (ERAP) is now available through the American Rescue Plan which Rep. Grace Meng helped pass. According to the U.S. Department of the Treasury, 90% of awarded funds must be used for direct financial assistance, including rent, rental arrears, utilities, home energy costs, utilities and home energy costs arrears, and other expenses related to housing.*

## Who is Eligible

During the first 30 days of the program New York State is prioritizing households with income at or below 50% AMI and at least one household member within the following categories:

- unemployed for at least 90 days
- veteran
- experiencing domestic violence or is a survivor of human trafficking
- has an eviction case pending in court
- lives in a community that was disproportionately impacted by COVID-19
- lives in a building with 20 or fewer units
- resides in a mobile home

Residents of New York State are eligible if they:

- Fell behind in rent since the COVID-19 pandemic began in March 2020; AND
- Qualified for unemployment benefits or have lost income and/or have an increase in expenses due to the COVID-19 pandemic; AND
- Have a monthly gross (before tax) household income at or below 80% of the Area Median Income (AMI).

# For Landlord Applicants

When applying, landlords and property owners will need to provide:

- Completed W-9 tax form.
- Executed lease with tenant applicant, or if there is no written lease, a cancelled check, evidence of funds transfer or other documentation of the last full monthly rent payment.
- Documentation of rent due from tenant (e.g. ledger, etc.) or attestation on application.
- Banking information to receive direct deposit payment.

The property owner or an authorized property management company will be required to sign the application form and associated certifications agreeing that the information provided, including the amount of rental arrears owed, is accurate and does not duplicate a payment received from another program.

The property owner or authorized property management company must also agree to the following terms as a condition of accepting rental arrears payments:

- The ERAP payment satisfies the tenant's full rental obligations for the time period covered by the payment.
- Waive any late fees due on any rental arrears covered by the ERAP payment.
- Not increase the monthly rental amount above the monthly amount due at the time of application for ERAP assistance for months for which rental assistance is received and for one year from receipt of the ERAP payment.
- Not evict the household on behalf of whom the ERAP payment is made for reason of expired lease or holdover tenancy for one year from the receipt of the ERAP payment. An exception to this requirement shall be made if the dwelling unit contains four or fewer units and the property owner or owner's immediate family members intend to immediately occupy the unit for use as a primary residence

# For Tenant Applicants

- Personal identification for all household members. Acceptable forms of identification include: A photo ID, driver license or non-driver government-issued ID, passport, EBT/Benefits Issuance Card, birth or baptismal certificate, school registration.
- Social Security number of any household members. Individuals do not need to have a lawful immigration status to qualify for the program.
- Proof of rental amount, signed lease, even if expired. If no lease is available then proof can be shown through a rent receipt, canceled check or money order. If no documentation is available, landlord attestation will be accepted.
- Proof of residency and occupancy – Signed lease, rent receipt, utility bill, school records, bank statement, postal mail with name of applicant, insurance bill, or driver license. Proof should be current.
- Proof of Income to document income eligibility:
  - Documents demonstrating monthly income for the prior month, such as pay stubs, bank account deposit verification, unemployment benefits letter, or other proof; OR
  - Documents demonstrating annual income for 2020, such as a W-2 tax form, an annual earnings statement, or a copy of a completed income tax return or other evidence of 2020 annual income.
  - Self-attestation of income is permitted in certain circumstances where no documentation is available such as self-employment.
- Copy of gas or electric utility bill, if applying for help paying for utility arrears at the same rental unit.
- Attestation that on or after March 13, 2020, a member of the household received unemployment benefits or experienced a reduction in household income, incurred significant costs or experienced other financial hardship, directly or indirectly, due to the COVID-19 pandemic.

# How to Apply

**Landlords and renters can apply here:**  
<https://nysrenthelp.otda.ny.gov/en/>

After the first 30 days, applications for all eligible households will be processed on a first-come, first-served basis, as long as funds remain available.

Approved applicants may receive:

- Up to 12 months of rental arrears payments for rents accrued on or after March 13, 2020.
- Up to 3 months of additional rental assistance for future rent if the household spends 30 percent or more of its gross monthly income to pay for rent and if the household also applies for rental arrears payments.
- Up to 12 months of electric or gas utility arrears payments for arrears that have accrued on or after March 13, 2020 if the household also applies for rental arrears payments.

**Payments will be made directly to the landlord/property owner and utility company on behalf of the tenant. Tenants, landlords/property managers and utility companies will be notified of the amounts paid on their behalf.**

## Enrollment Centers in Queens

Korean Community Services of Metropolitan New York  
646-248-6602  
RiseBoro Community Partnership  
718-547-2800  
Catholic Charities Neighborhood Services (CCNS)  
718-880-3286

## If You Need Help

Please contact Rep. Grace Meng's Office at 718-358-6364 or via email at [NY06Casework@mail.house.gov](mailto:NY06Casework@mail.house.gov). You may also contact the NYS Office of Temporary and Disability Assistance at (844)-NY1-RENT [(844)-691-7368]